

ST. ANDREW'S METHODIST CHURCH

CONDITIONS OF USE

Bookings should be made with Mr. Tobechukwu Ofili (07404794443) or such other person as the Managing Trustees may appoint in this regard.

Hire charges as agreed by St. Andrew's Methodist Church Council (hereinafter referred to as the "Managing Trustees") will be provided on enquiry.

Keys may be obtained from the above-named contact and a Church Agreement form will be required to be signed. However, keys will not usually be issued to casual hirers.

The hirer undertakes: -

- 1 Payment of the appropriate hiring fee, including deposit, when requested.
- 2 To occupy and use the building only for those purposes agreed at the time of booking.
- 3 To ensure that no damage shall be done to the premises, or fixtures or furniture therein, and no injury caused to the reputation of St Andrew's Methodist Church.
- 4 Small bouncy castles or similar inflatables may be used on our premises. These must be no larger than 15ft x 11ft and must be supervised at all times by the hirer.
- 5 Not to fix notices on the doors, walls or windows.
- 6 Responsibility for leaving the premises in a clean and tidy state after use. This includes replacing all chairs in the appropriate store and returning tables to the location where they were at the commencement of the hire period.
- 7 To remove all rubbish from the premises, along with any goods or equipment brought onto the premises for use during the hire period.
- 8 To ensure that all heating and lighting is responsibly used and reduced or switched off when not required.
- 9 On leaving the premises to switch off all lights and heaters, close all windows, and turn off any electrical or gas appliances that have been used. (Preset heaters and other appliances connected to time switches should not be interfered with).
- 10 To close all interior and exterior doors and lock the external doors on leaving the premises.
- 11 Not to allow smoking anywhere on the premises.
- 12 To record details of all accidents/incidents in the Accident Book provided with the First Aid kit in the kitchen. Please complete the form in accordance with the instructions on the front of the book and when completed please put through the Church post box on the outside wall.
- 13 To abide by the Methodist Church's decision to permit gambling (e.g. small raffles and prize draws) on the premises subject to the following restrictions and limitations: -
 - a) The only expenses that may be deducted in connection with the gambling are the printing of tickets and the purchase of prizes.
 - b) The total value of prizes must not exceed £50 and no cash prizes may be awarded
 - c) Tickets must only be sold during the event for which hire has been permitted
 - d) The result of any draw etc must be announced during the event for which has been permitted.
 - e) Gambling must not be a substantial inducement to people attending the event.

14 No alcohol on the premises. This includes the supply, sale or consumption of alcoholic beverages.

15 To use the church car park with care during the period of hire

16 To be present, together with additional supervisors (if deemed necessary by the Managing Trustees), throughout the period of hire in order to supervise the activity for which use of the premises has been permitted.

17 To keep clear all exits from the premises and to ensure that fire-fighting equipment is not obscured.

18 To refrain from using the premises for any political or religious purpose or meeting other than that approved by the Managing Trustees for the purpose of this booking.

19 To the short-term cancellation of an agreed period of hire where the building is required for use as a place of worship or for other church purposes. In this situation the Managing Trustees will endeavour to give as much notice to the hirer as possible.

20 To be aware of the Home Office *Safe from Harm* Code of Practice and to comply with its implications for safeguarding children and young people whilst they are on the premises. (St Andrew's Methodist Church Council has adopted the following policy statement, which applies to all who use the premises whilst children & young people are present - "As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the Church Community of all ages. It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people.")

21 To take all due precautions for the safety of the public and the indemnity of the Managing Trustees during the period of hire. (See the following notes on "Insurance & Liability").

Insurance & Liability

The Managing Trustees have Public Liability insurance cover against injury or death arising from their negligence. This does not cover injury or death arising from the negligence of the hirer. The hirer must therefore indemnify the Managing Trustees against all such liability in respect of claims for damage or loss which may be suffered by any person by reason of, or arising directly or indirectly out of, the use of the premises for the authorised period and purpose of hire.

22 General Data Protection Regulation (GDPR) The Church has a Privacy Policy which basically tells you how your personal data is used by the Church, why/on what lawful basis and what rights you have. The Policy can be accessed at www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice. Also, a copy is pinned on the noticeboard in the corridor opposite the toilet for the disabled.

23 To complete and sign the booking form as an indication of agreement with the above "Conditions of Use".